

## DEPUTY COUNTY ADMINISTRATOR

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs complex professional and administrative work assisting the County Administrator in directing operations of the County government; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Assisting the County Administrator with special projects and daily administration; performing research and preparing papers for the County Administrator and Board of Supervisors; supervising assigned departments; maintaining records and files; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises assigned County departments including landfill, general services, Community Services Act and economic development and airport; supervises, directs, and evaluates assigned staff; processes employee concerns and problems; counsels, disciplines and completes employee performance appraisals.
- Manages complex intra-departmental projects such as 800 MHz public safety radio implementation, County office space development, CDBG grants and utility implementation at Airport.
- Prepares and presents resolutions for Board of Supervisors' consideration; assists with the Board of Supervisors' agenda development process; assists with follow-up required from Board of Supervisors meetings; prepares and presents work sessions for the Board of Supervisors; provides constituent services for Board of Supervisors members.
- Assists in dealing with difficult personnel issues.
- Reviews current and future year expenditure and revenue information.
- Provides information to citizens and the media; responds to citizen requests for information, complaints and problems.
- Completes special projects/studies/research for the County Administrator and Board of Supervisors.
- Reads, analyzes and responds to reports, correspondence, memos regarding critical County issues.
- Acts as the County Administrator when required and assigned.
- Serves on and chairs various committees, agencies, and boards; serves on and leads interagency staff teams working on special projects.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the organization, function and methods of operation of the County's departments; comprehensive knowledge of general management and office organization principles and practices; comprehensive knowledge of the basic laws, ordinances and regulations underlying the County government corporation; ability to analyze a variety of complex working procedures; ability to express complex ideas effectively orally and in writing; ability to establish and maintain effective working relationships with other County officials, employees and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration or related field and extensive experience in government administration. Master's degree preferred.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.